

Instructions to Authors

(Revised January 1, 2009)

Japanese Journal of Radiology (JJR) is a peer-reviewed double-blinded journal that is published under the supervision of the Board of Directors of the Japan Radiological Society (JRS), which appoints the Editor, who selects all materials for publication, including advertisements. No responsibility is accepted by the Board of Directors or the Editor for opinions expressed by the contributors. Please note that the instructions below are in accord with the "Uniform Requirements for Manuscripts Submitted to Biomedical Journals". Although *JJR* will receive materials prepared and submitted according to these requirements, the right is reserved to introduce any changes necessary to make the contributions conform to the individual editorial standards of this journal.

Instructions for Original Submission of Manuscripts EDITORIAL POLICIES

SOLE SUBMISSION TO *JJR*

Authors must be certain that a manuscript on the same or similar material has not already been published by them or has not been or will not be submitted to another journal by them or by colleagues at their institution before their work appears in *JJR*. The submission by authors of similar material to advertising, news media, or other forms of publication must be indicated at the time *JJR* receives the manuscript, and a copy of that material should be provided with the submission.

TRANSFER OF COPYRIGHT AND CERTIFICATIONS AGREEMENT

Authors whose manuscripts are accepted for publication in *JJR* will automatically receive from JRS a license for use of their images. This license extends for the full term of the copyright and allows authors to use and sublicense their images to others without requesting permission from JRS. If authors sublicense their images to commercial parties, they are required to notify JRS but need not request JRS's permission. Each corresponding author will receive his or her image license after the manuscript is accepted for publication and sent to the JRS Publication Department for processing. Please note that this license is for images (defined as radiologic images, artwork, and related captions) but not for other elements of the accepted manuscript (i.e., text, graphs, tables, software).

Please fax (+81-3-6831-7010) the Certification Form with the initial submission of all proffered works. All authors of any single composition must sign this agreement.

MANUSCRIPT CATEGORIZATION TERMS

Submission may be in the category of

1. Original article
2. Case report
3. Review article
4. Pictorial Essay
5. Technical note
6. Letter to the editor
7. Special report

These articles and report should be concerned with

- a. Diagnostic radiology
- b. Interventional radiology
- c. Radiation oncology
- d. Nuclear medicine
- e. Radiation physics
- f. Radiation biology
- g. Other radiology-related issues

These terms must be complied with before your manuscript can be evaluated.

RIGHTS AND PERMISSIONS

Written permission (we require a copy) must be granted by the publisher (and by the author when applicable) to reproduce any previously published figures and tables. Any such material must be clearly noted and its source given in the manuscript.

To preserve the anonymity of patients and subjects, all potentially identifying information (including patient likenesses, identification numbers, names, and initials) must be removed from images, charts and graphs, tables, and the text before the materials are submitted to the Editorial Office. A signed letter of permission must be included with your manuscript for any individual who might be identified as a result of written descriptions, photographs (masking the eyes in photographs is not sufficient protection of anonymity), or other means. Such permission, which requires that the individual be shown the manuscript, should be affirmed in the text or figure caption as appropriate.

If reference is made in the text to personal communication (oral or written) as a source of information, a signed statement of permission is required from each such source. The year of receipt of the personal communication is required from each such source. The year of receipt of the personal communication should be provided in the text. Please see Acknowledgments below for additional required permissions.

MANUSCRIPT PREPARATION

In general, we recommend you review several recently published articles in *JJR* before manuscript assembly, so as to familiarize yourself with our format and requirements. Each manuscript component should begin on a new page in this order: title pages, abstract, text, appendix, acknowledgments, references, tables (each on a separate page), captions (figure legends) for illustrations (figures), and illustrations. The title pages and the abstract page should not be numbered. Sequential numbering should begin with the text (Introduction). To ensure anonymity in the peer review process, authors' names should appear on only the full title page; names of authors, their initials, or the institution should not be given in the text or on the illustrations. Avoid language that reveals work previously published by you (e.g., "as we have previously described", "continuing our former work", etc.). The anonymity of patients and subjects must be preserved; please see the Rights and Permissions section for more information.

Prerequisites for publication: A Certification Form, included in each issue, must be signed by all authors and be submitted to the journal's editorial office by e-mail, fax or postal mail (see below, Mailing Address) separately from the manuscript at the same time you submit your manuscripts via Editorial Manager. The form is available at: <http://www.springer.com/11604>

IMPORTANT: Upon receipt of a Certification Form, manuscripts are officially recognized as submissions.

Manuscript Submission via Editorial Manager

Authors should submit their manuscripts to the *JJR* online. Please log in directly at: <https://www.editorialmanager.com/rmed> and upload your manuscript following the instructions given. If you encounter any difficulties while submitting your manuscript online, click on Help in the upper left corner.

Editorial Manager Requirements:

Windows or Macintosh computer capable of running Adobe Acrobat Reader 5.0 or later, and either Internet Explorer 5.0 or later or Netscape 7 or later

Electronic files of the manuscript text

Electronic files of the manuscript figures and illustrations

Author Accounts

Authors entering the journal's Editorial Manager site can either create a new account or use an existing one. When you have an existing account, use it for all your submissions; you can track their status on the same page.

If you have forgotten your username and password, please click the link "Send Username/Password" and enter your mail address. You will then receive an automatic e-mail with your user name and password. Alternatively, please create a new account and then follow the instructions given on the screen.

